

Science Operations Office (SOO) Assignments

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Major Areas

- ORNL DAAC
 - Biogeochemical
- PO DAAC
 - Oceans
- SEDAC
 - Socioeconomic
- DAAC Security
 - Plans Current
- DAAC Network
 - Resolve Issues
- DAAC VCS
 - Maintenance Contract

DAAC's Responsibility

- Reviewing Reports
- Evaluating Work Plan
- Cross-referencing Snowball to Work Plan
- Yearly Performance Evaluation
- Approving Foreign Travel
- Reviewing Weekly Metrics
- Addressing Operational Issues

Security

- Maintain DAAC Security Matrix
- Review Security Plan
- Review Risk Management Plan
- Review Contingency Plan
- Request Brainbench Test
- Support NAC Processing
- Support FN Processing

Network

- Support SNSE on DAAC network issues
- Review EMSn Performance Report

VCS

- Establish VCS for DAACs
- Ensure MCU and GK are up
- Install VCS software as required
- Resolve DAAC VCS problems
- Request annual Maintenance
- Monitor performance and upgrades

Acronyms

Acronyms	Definition
DAAC	Distributed Active Archive Center
EMSn	EOS Mission Support network
EOS	Earth Observing Satellite
FN	Foreign Nationals
GK	GateKeeper
MCU	Multipoint Conferencing Unit
NAC	National Agency Check
ORNL	Oak Ridge National Laboratory
PO	Physical Oceanography
PODAAC	Physical Oceanography Distributed Active Archive Center
SEDAC	Socio-economic Data and Application Center
SNSE	Science Networks Systems Engineer
SOO	Science Operations Office
VCS	Video Conferencing System